

State Procurement Office
Procurement of Health and Human Services

1151 Punchbowl St., #230-A
Honolulu, HI 96813
Fax: 808 587-4703
www.state.hi.us/icsd/dags/spo.html

Summer 2001 Workshops and Informational Meetings
Big Island ~ Maui ~ Kauai

During July and August 2001, the State Procurement Office (SPO) will be conducting informational meetings and offering workshops covering a variety of topics. The workshops are intended to assist those personnel involved in the planning, procurement and contracting of services pursuant to chapter 103F, HRS, the State's procurement law for purchasing health and human services. The informational meetings will provide an update on the activities of the SPO in the areas of health and human services. We are continuously seeking feedback to improve the State's overall system in purchasing services. These workshops and meetings were provided earlier in Honolulu and were well attended.

Private provider participation is welcome and encouraged, as they are essential to building service capacity and in the delivery of quality services. The enclosures provide the descriptions and dates for the workshops and meetings.

Seating is limited and reservations will be accepted on an as available basis. Should you have any questions, please contact Aaron Fujioka at 587-4704 or aaron_fujioka@exec.state.hi.us or Mara Smith at 587-4706 or mar_a_smith@exec.state.hi.us

Big Island	<i>Location:</i>	<i>Hawaii County Economic Opportunity Council, 47 Rainbow Dr., Hilo, conference room</i>
Monday, July 9, 2001	10:00 a.m. – 12:00 p.m.	Measuring Outcomes
	1:00 p.m.– 3:00 p.m.	Fund Development from Ground Zero
Monday July 16, 2001	9:30 a.m.-12:30 p.m.	Effective Communications
	1:00 p.m. – 3:00 p.m.	State Procurement Office Informational Meeting
Maui	<i>Location:</i>	<i>Maui Economic Opportunity, 99 Mahalani St., Wailuku, MEO Family Center, classroom 1</i>
Tuesday, July 31, 2001	9:30 a.m. – 12:30 p.m.	Effective Communications
	1:00 p.m. –3:00 p.m.	Measuring Outcomes
Tuesday, August 14, 2001	10:00 a.m. – 12:00 p.m.	Fund Development from Ground Zero
	1:00 p.m. – 3:00 p.m.	State Procurement Office Informational Meeting
Kauai	<i>Location:</i>	<i>State Office Bldg., 3060 Eiwa St., Lihue, rooms A-C, 2nd floor</i>
Thursday, August 2, 2001	9:30 a.m. – 12:30 p.m.	Effective Communications
	1:00 p.m. – 3:00 p.m.	Measuring Outcomes
Wednesday, August 8, 2001	10:00 a.m. – 12:00 p.m.	Fund Development from Ground Zero
	1:00 p.m. – 3:00 p.m.	State Procurement Office Informational Meeting

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Workshop Descriptions

Measuring Outcomes

Description: Are you sick and tired of hearing about outcomes? Does the terminology confuse and irritate you? Well the bad news is that outcomes aren't going away. More and more funders are expecting to be presented with outcomes. The good news is that in Hawaii there are some really excellent approaches and there are even some common tools and concepts. Come and hear about some of the initiatives. Learn a powerful tool for linking your activities right up to state level outcomes. Finally, learn how outcomes can be fun!

Presenter: John Marsh, President, Total Quality Management

John Marsh, President of TQP, and former Director of the Hawaii Indicators Project at the Hawaii Community Services Council, will lead this workshop. John has consulted internationally and has authored three books and several British and International Standards. Among John's publications are *The Continuous Improvement Toolkit* (a bestseller in the UK) and more recently, *A Stake in Tomorrow*, a book on the subject of stakeholding.

Primary Audience: State personnel and non-state personnel involved with contract and program management.

Fund Development From Ground Zero

Description: Your ability to generate revenues can increase your organization's service capacity and will strengthen your organization and its standing when competing for State contracts. This interactive workshop will help you to learn how to: 1) build a development program; 2) make your board work for you; 3) build a successful grassroots fundraising event; and 4) create a cause-related marketing promotion for your cause.

Presenters: Denise Hayashi-Forman, Forman and Wharton Consulting
Ann Wharton, Forman and Wharton Consulting

Denise Hayashi-Forman has over 10 years experience in fund-raising development and government affairs with diverse organizations including health and human services and culture and arts organizations.

Ann Wharton has over 10 years experience in advertising and public relations working with nonprofit and for profit organizations.

Primary Audience: Primarily Private Providers

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Effective Communications

Description: Do you get frustrated in the planning, procurement and contracting process because you feel you aren't being heard? Mediators use two skills to help people communicate. One is called effective listening. The other is focusing on interests instead of positions.

This interactive workshop concentrates on these two skills. Using these basic skills can help improve communication during negotiations and other settings, such as in your workplace. Participants will use hypothetical situations to practice effective listening and focusing on interests to work toward more effective communication. There will be time for discussion and conversation between participants.

Presenters: Miki Lee, Pam Martin, and Becky Sugawa,
Center for Alternative Dispute Resolution, The Judiciary
Miki Lee, a Research Analyst at the Judiciary's Center for Alternative Dispute Resolution has taught communication, facilitation and meeting management skills locally and nationally as well as serving as facilitator for various groups including government agencies and non-profit boards. Becky Sugawa, a Research Analyst with the Center for Alternative Dispute Resolution has been a volunteer mediator with The Mediation Center of the Pacific for over 5 years and is a facilitator for the Ohana Conferencing Program. Pamela Martin, also a research analyst at the Judiciary's Center for Alternative Dispute Resolution, is also the administrator of the Hawaii Appellate Conference Program, a mediation program of the Hawaii Supreme Court. Pam has been a mediator and arbitrator for the Mediation Center of the Pacific, the American Arbitration Association and the Department of Commerce and Consumer Affairs.

Primary Audience: State and non-state personnel involved in the planning, procurement, and contracting process who want to be more effective through improving their communication skills.

State Procurement Office Informational Meeting

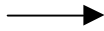
Description: This informational meeting will provide an update to the activities of the State Procurement Office in the area of health and human services. Currently, the State contracts for over \$325 million annually for health and human services. This meeting is to provide interested parties with information on future contracting opportunities and to provide an update on various activities. For instance, upcoming procurements, the contracts database, trainings and conferences, website access, etc. We are also seeking your feedback regarding the State's planning, procurement, and contracting efforts.

Presenters: Aaron Fujioka, Procurement Manager, State Procurement Office
Mara Smith, Contracts Specialist, State Procurement Office

Primary Audience: State personnel and non-state personnel involved in the planning, procurement, and/or contracting of health and human services.

For information contact Aaron Fujioka at 808 587-4704 or aaron_fujioka@exec.state.hi.us or Mara Smith at 808 587-4706 or mara_smith@exec.state.hi.us or visit our website at <http://www.state.hi.us/icsd/dags/spo.html> click on *Health and Human Services* and *Summer 2001 Workshops*

Send Registrations To:



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Registration Form

Name:	
	<i>First</i> <i>Last</i>
Organization:	
	<i>(If a state Agency, include Dept, Division, and Branch/Program as applicable)</i>
Address:	
Phone:	
Fax:	
e-mail:	

*Please
check*

	Date		Time	Workshop
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<input type="checkbox"/>	July 9	Monday	10:00 AM-12:00 PM	Measuring Outcomes
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